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उप-खण्ड(II)

राज्य सरकार तथा अन्य राज्य प्राधिकारियों द्वारा जारी किये गये कानूनी आदेश तथा
अधिसूचनाएं।

LABOUR DEPARTMENT
NOTIFICATION
Jaipur, May 17, 2023

S.O.73 .-The following draft rules of Rajasthan Industrial Relations Rules, 2022, which the State Government proposes to make in exercise of the powers conferred by section 99 of the Industrial Relations Code, 2020 (Central Act No. 35 of 2020) are hereby published, as required by sub-section (1) of said section 99, for information of all persons likely to be affected thereby and the notice is hereby given that the said draft rules will be taken into consideration after the expiry of a period of forty five days from the date on which the copies of the Official Gazette in which this draft of rules is published are made available to the public.

Any objection and suggestion, if any, may be addressed to the Labour Commissioner, Labour Department, (email:-lab-comm-rj@nic.in), Government of Rajasthan, Shram Bhawan, Hasanpura, Jaipur - 302006.

The Objections and suggestions, which may be received from any person with respect to the said draft rules before expiry of the period specified above, will be considered by the State Government.

DRAFT RULES

Chapter-I

PRELIMINARY

1. Short title, application and commencement.- (1) These rules may be called the Rajasthan Industrial Relations Rules, 2023.

(2) They shall extend to whole of the State of Rajasthan in respect to the industrial establishments and matters for which the State Government is the appropriate Government.

(3) They shall come into force on the date of their final publication in the Official Gazette.

2. Definition.- (1) In these rules, unless the context otherwise requires,-

- "Code" means the Industrial Relations Code, 2020;
- "Form" means a form appended to these rules;
- "electronically" means any information submitted by email or uploading on the designated portal or digital payment in any mode for the purpose of the Code; and
- "section" means the section of the Code.

(2) The words and expressions used but not defined in these rules and defined in the Code shall have their respective meaning as assigned to them in the Code.

3. Written Agreement for the settlement before the Conciliation Officer under clause (zi) of section 2.- The Agreement under clause (zi) of section 2 for written agreement between the employer and worker shall be in the Form-I and shall be signed by the parties to the agreement and a copy thereof shall be sent to the Conciliation Officer concerned.

Chapter-II

BI-PARTITE FORUMS

4. Constitution of Works Committee etc. under section 3.- (1) Every employer to whom an order made under sub-section (1) of section 3 relates, shall forthwith proceed to constitute a Works Committee in the manner as is specified in this rule.

(2) The number of members constituting the Committee shall be fixed so as to afford representation to the various categories, groups and class of workers engaged in, and to the sections, shops or departments of the establishment:

Provided that the total number of members of the Works Committee shall not exceed twenty:

Provided further that the number of representatives of the worker in the Works Committee shall not be less than the number of representatives of the employer therein.

(3) Subject to the provisions of this rule, the representatives of the employer in the Works Committee shall be nominated by the employer and shall, as far as may be possible, be officials in direct touch with, or associated with, the working of the industrial establishment.

(4) Where any workers of the industrial establishment are members of a registered Trade Union, the employer shall ask such Trade Union to inform him in writing as to,-

(a) How many workers are members of such Trade Union; and

(b) Where an employer has reason to believe that the information furnished to him under sub-clause (a) by the registered Trade Union is false, he may, after informing such Trade Union, refer the matter to the Labour Commissioner or any other officer as notified by the State Government, who shall, after hearing the parties, decide the matter and his decision shall be final.

(5) On receipt of the information called for under sub-rule (4), the employer shall provide for the selection of worker's representative on the Committee in following two groups, namely:-

(a) registered Trade Union may choose their representatives as members for works committee in the proportion of their membership.

(b) where there is no registered Trade union, workers may choose amongst themselves representatives for works committee.

(6) (a) The Works Committee shall have among its office-bearers a Chairman, a Vice-Chairman, a Secretary and a Joint-Secretary. The Secretary and the Joint-Secretary shall be elected every year.

(b) the Chairman shall be nominated by the employer from amongst the employer's representatives of the Works Committee and he shall, as far as possible, be the head of the industrial establishment;

(c) the Vice-Chairman shall be elected by the members, on the Works Committee representing the workers, from amongst themselves:

Provided that in the event of equality of votes in the election of the Vice- Chairman, the matter shall be decided by draw of a lot;

(d) the Works Committee shall elect the Secretary and the Joint Secretary:

Provided that where the Secretary is elected from amongst the representatives of the employers, the Joint Secretary shall be elected from amongst the representatives of the worker and vice versa:

Provided further that the post of the Secretary or the Joint Secretary, as the case may be, shall not be held by a representative of the employer or the worker for two consecutive years:

Provided also that the representatives of the employer shall not take part in the election of the Secretary or Joint Secretary, as the case may be, from amongst the representatives of the worker and only the representatives of the worker shall be entitled to vote in such elections.

(e) in any election under clause (d), in the event of equality of votes, the matter shall be decided by a draw of lot.

(7) (a) the term of office of the representatives on the Works Committee other than a member chosen to fill a casual vacancy shall be two years;

(b) a member chosen to fill a casual vacancy shall hold office for the unexpired term of his predecessor;

(c) a member who without obtaining leave from the Works Committee, fails to attend three consecutive meetings of the Committee shall forfeit his membership.

(8) In the event of worker's representative ceasing to be a member under clause (c) of sub-rule (7) or ceasing to be employed in the establishment or in the event of his resignation, death or otherwise, his successor shall be chosen in accordance with the provisions of this rule from the same group to which the member vacating the seat belonged.

(9) The Works Committee shall have the right to co-opt in a consultative capacity, persons employed in the industrial establishment having particular or special knowledge of a matter under discussion. Such co-opted member shall not be entitled to vote and shall be present at meetings only for the period during which the particular question is before the Works Committee.

(10) (a) the Works Committee may meet as often as necessary but not less often than once in three months.

(b) the Works Committee shall at its first meeting regulate its own procedure.

(11) (a) the employer shall provide accommodation for holding meetings of the Works Committee. He shall also provide all necessary facilities to the Works Committee and to the members thereof for carrying out the work of the Works Committee. The Works Committee shall ordinarily meet during working hours of the industrial establishment concerned on any working day and the representative of the worker shall be deemed to be on duty while attending the meeting;

- (b) the Secretary of the Works Committee may with the prior concurrence of the Chairman, put up notice regarding the work of the Works Committee on the notice board of the industrial establishment.

5. Manner of choosing members from the employers and the workers for Grievance Redressal Committee under sub-section (2) of section 4.- (1) The Grievance Redressal Committee shall consist of equal number of members representing the employer and the workers, which shall not exceed ten.

(2) The representatives of the employer shall be nominated by the employer and shall, as far as may be possible, be officials in direct touch with or associated with the working of the industrial establishment, preferably the heads of major departments of the industrial establishment.

(3) The representatives of the workers shall be chosen by the registered Trade Union and where a negotiating council exists, such representatives shall be chosen in the same proportion as the Trade Unions are respectively represented in the negotiating council. In case where there is no registered Trade union, the member may be chosen by the workers of the industrial establishment:

Provided that there shall be adequate representation of women workers in the Grievance Redressal Committee and such representation shall not be less than the proportion of women workers to the total workers employed in the industrial establishment:

Provided further that the tenure of the members of the Grievance Redressal Committee shall be co-terminus with the tenure of the members of the registered Trade Union.

Provided also that in the absence of registered Trade Union, the tenure of members of Grievance Redressal Committee shall be for a period of two years from the date of the constitution of the Grievance Redressal Committee.

(4) Where any workers of the industrial establishment are members of a registered Trade Union, the employer shall ask such Trade Union to inform him in writing as to,—

- (a) how many workers are members of such Trade Union;
- (b) where an employer has reason to believe that the information furnished to him under clause (a) by the registered Trade Union is false, he may, after informing such Trade Union, refer the matter to the Labour Commissioner or any other officer as notified by the State Government, who shall, after hearing the parties, decide the matter and his decision shall be final.

(5) On receipt of the information called for under sub-rule (4), the employer shall provide for the selection of worker's representative on the Committee by following two groups, namely:-

- (a) registered Trade Union may choose their representatives as members for Grievance Redressal Committee in the proportion of their membership.
- (b) such workers those who are not member of registered Trade Union, may choose amongst themselves representatives for the Grievance Redressal Committee.

6. Application in respect of any dispute to be filed before the Grievance Redressal Committee by any aggrieved worker under sub-section (5) of section 4.-

Any aggrieved worker may file an application stating his dispute therein before the Grievance Redressal Committee giving his name, designation, employee Code, Department where posted, length of service in years, category of worker, address for correspondence, contact number, details of grievances and relief sought. Such application may be sent electronically or otherwise. The Grievance may be raised within one year from the date on which the cause of action of such dispute arises.

7. Manner of filing application for the conciliation of grievance as against the decision of the Grievance Redressal Committee to the conciliation officer under sub-section (8) of section 4.- Any worker who is aggrieved by the decision of the Grievance Redressal Committee or whose grievance is not resolved by the said Committee within thirty days of receipt of the application, may file an application electronically or by registered post or speed post within a period of sixty days from the date of the decision of the Grievance Redressal Committee or from the date on which the period specified in sub-section (6) of section 4 expires, as the case may be, to the conciliation officer through the Trade Union, of which he is a member or otherwise:

Provided that in case of manual receipt of such application through registered post or speed post, the conciliation officer shall get the same digitized and enter the particulars of the application in the online mechanism under intimation to the concerned worker.

Chapter-III TRADE UNIONS

8. Application for registration.- Every application for registration of a Trade Union under sub-section (1) of 8 shall be made to the registrar electronically or otherwise in Form-II accompanied by a declaration to be made by an affidavit on non judicial stamp paper of rupees fifty, duly attested by notary public by all seven members or more members of trade union who apply for registration stating therein that there is no any other trade union existing with same or similar name and a fee as specified by the State Government.

9. Register of Trade Unions.- The register of trade unions referred to in sub-section (1) and (3) of section 9 shall be maintained in Form-III.

10. Certificate of Registration.- The certificate of registration issued by the registrar under sub-section (2) of section 9 shall be in Form-IV.

11. Payment of subscription by members to Trade Union under clause (f) of section 7 and sub-section (4) of section 15.- (1) Registered Trade Union may collect the subscription from its members, office bearers or from others, as provided under the rules approved by the Registrar on monthly, quarterly, half yearly or yearly basis subject to such amount as specified in sub-rule (2) of this rule.

(2) The payment of a minimum subscription by members of the Trade Union shall be as provided under the rules of the trade union approved by the Registrar but shall not be less than,-

- (a) twenty rupees per annum for rural workers;
- (b) thirty rupees per annum for workers in other unorganised sectors; and
- (c) fifty rupees per annum for workers in any other case or as may be fixed by the State Government from time to time.

12. Objects on which general funds may be spent under sub-section (1) of section 15.- (1) The general funds of a registered Trade Union shall not be spent on any other objects other than that of the following, namely:-

- (a) the payment of salaries, allowance and expenses to office bearers of the Trade Union;
- (b) the payment of expenses for the administration of the Trade Union, including for audit of the accounts of the general funds of the Trade Union;
- (c) the prosecution or defense of any legal proceeding to which the Trade Union or any member thereof is a party, when such prosecution or defense is undertaken for the purpose of securing or protecting any rights of the Trade Union as such any rights arising out of the relation of any members with his employer or with a person whom the member employs;
- (d) for the conduct of Trade Disputes on behalf of the Trade Union or any member thereof;
- (e) the compensation to members for loss arising out of trade disputes;
- (f) allowances to members or their dependents on account of death, old age, sickness, accidents or unemployment of such members;
- (g) the issue of, or the undertaking of liability under, policies of assurance on the lives of members, or under policies insuring members against sickness accident or unemployment;
- (h) the provisions of educational, social or religious benefits for the members (including the payments of the expenses or funeral or religious ceremonies for deceased members) or for the dependants of members;

13. Composition of separate fund under sub-section (2) of section 15.- (1) A registered Trade Union may constitute a separate fund, from contributions separately levied for or made to that fund, from which payments may be made, for the promotion of the civic and political interests of its members, in furtherance of any of the objects specified in the Code.

(2) The objects of fund referred to in sub-rule (1) are,-

- (a) the payment of any expenses incurred, either directly or indirectly, by a candidate or prospective candidate for election as a member of any legislative body constituted under the Constitution or of any local authority, before, during, or after the election in connection with his candidature or election; or
- (b) the holding of any meeting or the distribution of any literature or documents in support of any such candidate or prospective candidate; or
- (c) the maintenance of any person who is a member of any legislative body constituted under the Constitution or of any local authority; or
- (d) the registration of electors or the election of a candidate for any legislative body constituted under the Constitution or for any local authority; or
- (e) the holding of political meetings of any kind, or the distribution of political literature or political documents of any kind.

(3) No member shall be compelled to contribute to the fund constituted under sub-rule (1) and a member who does not contribute to the said fund shall not be excluded from any benefits of the Trade Union, or placed in any respect either directly or indirectly under any disability or at any disadvantage as compared with other members of the Trade Union (exception relation to the control or management of the said fund) by reason of his not contributing to the said fund; and contribution to the said fund shall not be made a condition for admission to the Trade Union.

14. Withdrawal or Cancellation of Registration.- The Registrar, on receipt of an application for the withdrawal or cancellation of registration, shall before granting the application satisfy himself that the withdrawal or the cancellation of registration was approved by a general meeting of the trade union or if it was not approved then it has the approval of the majority of the members of the Trade Union. For this purpose, he may call for such particulars as he may deem necessary and may examine any officer of the union.

15. Appeals.- Any appeal made under sub-section (1) of section 10 must be filed within 60 days of the date on which the Registrar passed the order against which the appeal is made.

16. Communications to Trade Union and change in its registration particulars.- All communications and notices to a registered Trade union shall be sent electronically or otherwise at the address of the head office of the Trade Union or email address as entered in the register maintained by the Registrar. In the same way, such Trade union shall communicate any change in the particulars given by it in its application for registration and in its constitution or rules to the Registrar.

17. Matters of negotiation for negotiating union or negotiating council.- All service matters including conditions of service or work and industrial disputes along with any other matter mutually agreed by them may be negotiated by the negotiating union or negotiating council with the employer, as the case may be.

18. Manner of verification of workers for recognition of negotiating union or negotiating council.- For recognition of sole negotiating union or negotiating council of the workers in an industrial establishment, the union seeking recognition shall apply to the concerned employer representing the membership being fifty one percent or more of the total strength of the workers in the establishment. The employer shall verify the membership on the basis of membership register and other documents of the concerned trade union.

19. Facilities to be provided by the industrial establishment to the negotiating union or negotiating council.- All facilities such as place for office with sufficient amenities, etc. shall be provided by the industrial establishment to the negotiating union or negotiating council and other facilities as mutually agreed between union and the employer.

20. Manner of making application before tribunal.- An application under sub-section (1) of section 22 shall be presented in the tribunal electronically or otherwise stating therein the details of dispute together with requisite documents and supporting evidence.

21. Manner of amalgamation or change in name.- Any two or more registered trade unions may become amalgamated together as one trade union with or without dissolution or division of the funds of such trade unions or any of them, provided that the votes of at least one half of the members of each or every such trade union entitled to vote are recorded and that at least sixty percent of the votes recorded are in favour of the proposal. In the case of change of the name or amalgamation, a notice in writing of every change of name and of every amalgamation signed by

secretary and by seven members of the trade union(s) shall be sent to the concerned Registrar electronically or otherwise with relevant documents.

22. Manner of amendment and variation in rules of Trade Unions.- (1) When a registered Trade Union makes any amendment or variation in rules such amendment or variation shall be sent to the Registrar in Form-V along with proof of payment of fee as specified by the State Government.

(2) On receipt of a copy of any amendment or variation made in the rules of a Trade Union, the Registrar shall, unless he has reason to believe that the amendment or variation in the rules has not been made in the manner provided by the rules of the Trade Union or unless the amendment or variation in the rules is not in accordance with the provisions of the Code, register the amendment or variation in the rules in a register to be maintained for this purpose and shall notify the fact that he has done so to the secretary of the Trade Union.

23. Manner of Distribution of Funds of Dissolved Trade Union.- Where it is necessary for the Registrar under sub-section (2) of section 25 to distribute the funds of the trade union which has been dissolved, he shall divide the funds in proportion to the amounts contributed by the members by way of subscription during their membership.

24. Annual Return, Particulars and Forms.- The annual return to be furnished under sub-section (1) of section 26 shall be submitted to the Registrar by the 31st day of July in each year and shall be in Form-VI.

25. Auditor.- The audit shall be conducted by an auditor authorized to audit the accounts of companies under section 141 of the Companies Act, 2013:

Provided that,-

- (i) where the membership of a registered Trade Union did not, at any time during the year ending on the 31st December, exceed 2000, the annual audit of the accounts may be conducted,-
 - (a) by any auditor authorized by the State Government to examine public accounts; or
 - (b) by a Chartered Accountant.
- (ii) where the membership of a registered Trade Union did not, at any time during the year ending on the 31st day of December, exceed 1,000, the annual audit of the accounts may be conducted by any auditor appointed to conduct the audit of Co-operative Societies by the Government or by the Registrar of Co-operative Societies.
- (iii) where the membership of a registered Trade Union did not, at any time during the year ending on the 31st December, exceed 250, the annual audit of the accounts may be conducted by any two ordinary members of such registered Trade Union who were not in the executive committee of Trade Union during the period to which the accounts pertain.
- (iv) where the registered Trade Union is a federation of Trade Unions and the number of such unions affiliated to it at any time during the year ending on the 31st December, did not exceed 50, 15 or 5, respectively, the audit of the accounts of the federation may be conducted as if it has not, at any time during the year had a membership of more than 2,000, 1,000 or 250 respectively-

26. Disqualification of auditors.- Notwithstanding anything contained in these rules, no person who, at any time, during the year for which the accounts are to be audited, was entrusted with any part of the funds or securities belonging to a registered Trade Union shall be eligible to audit the accounts of that union.

27. Audit.- The auditor or auditors appointed in accordance with these rules shall be given access to all the books of the trade union and the auditor shall verify the annual return with the accounts and vouchers relating thereto and shall thereafter sign the auditors declaration appended to Form-VI indicating separately on that Form under his signature or their signatures, a statement showing in what respect he or they find the return to be incorrect. The particulars given in this statement shall indicate the,-

- (a) every payment which appears to be unauthorized by the rules of the trade union or contrary to the provisions of the Act;
- (b) the amount of any deficit or loss which appear to have been incurred by the negligence or misconduct of any person; and
- (c) the amount of any sum which ought to have been, but is not brought to account by any person.

28. Auditing of political funds.- The audit of the political funds of a registered trade union shall be carried out along with the audit of the general accounts of the trade union and by the same auditor or auditors.

29. Inspection.- (1) Under sub-section (3) of section 26 of the code, the register of trade union maintained under in accordance with rules shall be open to inspection by any person on payment of such fees as may be prescribed. On payment of fees as prescribed.

(2) Any document in possession of the Registrar received from a registered trade union may be inspected by any member of that union on payment of a fee as may be specified by the State Government, from time to time, for each document inspected.

(3) Documents shall be open to inspection every day on which on which the office of the registrar is open and within such hours as may be fixed for this purpose by the registrar.

(4) The registrar may supply a certified copy of any such document to a registered trade union or a member thereof on payment of such fee as may be prescribed.

30. Recognition of Trade Unions at State Level under subsection (2) of section 27.- (1) Application shall be filed in Form-VII by the Trade Union or federation of the Trade Unions to the State Government or the Officer authorized by the State Government in this regard.

(2) The State Government or the officer authorized shall, after due enquiry, as it deems fit, decide such application within sixty days of its receipt and send the copy of the decision to the applicant with a copy to the Labour Commissioner and the Registrar.

(3) If any dispute arises in relation to such recognition, The Government or the Officer authorized by the State Government in this regard shall refer the dispute to the Industrial Tribunal. The Industrial Tribunal shall, after giving opportunity of hearing to the applicant and going through the relevant records of the case, decide the appeal within forty five days and the order shall be binding up on the parties.

Chapter-IV

STANDING ORDERS

31. Manner of forwarding information to certifying officer under sub-section (3) of section 30.- (1) If the employer adopts the model standing order of the Central Government referred to in section 29 with respect to matters relevant to his industrial establishment or undertaking, then, he shall intimate the concerned certifying officer electronically or otherwise

the specific date from which the provisions of the model standing order which are relevant to his establishment have been adopted.

(2) On receipt of information in sub-rule (1) the certifying officer within a period of thirty days from such receipt may give his observation that the employer is required to include certain provisions which are relevant to his establishment and indicate those relevant provisions of the model standing orders which have not been adopted and shall also direct the employer to amend the standing order so adopted, by way of addition, deletion or modification within a period of thirty days from the date of the receipt of such direction and ask for compliance report only in respect of provisions which the certifying officer seeks to get so amended and such report shall be sent electronically or otherwise by the employer.

(3) If no observation is made by certifying officer within a period of thirty days of the receipt of the information as specified in sub-rule (1) and (2), then, the standing order shall be deemed to have been adopted by the employer.

32. Manner of choosing representatives of workers of the industrial establishment or undertaking for issuing notice by certifying officer where there is no Trade Union operating, under clause (ii) of sub-section (5) of section 30.- Where there is no such Trade Union as specified in clause (ii) of sub-section (5) of section 30, then, the certifying officer shall call a meeting of the workers to choose three representatives, to whom he shall, upon their being chosen, forward a copy of the standing order requiring objections, if any, which the workers may desire to make to the draft standing order to be submitted within fifteen days from the receipt of the notice.

33. Manner of authentication of certified standing orders under sub-section (8) of section 30.- Standing orders or modification in the standing orders, certified in pursuance of sub-section (8) of section 30 or the copies of the order of the appellate authority under sub-section (1) of section 33 shall be authenticated by the certifying officer or the appellate authority, as the case may be, and shall be sent electronically or otherwise within a week to all concerned, but there shall not be any requirement of certification in cases of deemed certification under sub-section (3) of section 30 and in cases where the employer has certified adoption of model standing orders.

34. Statement to be accompanied with draft standing orders under sub-section (9) of section 30.- A statement to be accompanied with,-

- (i) draft standing order shall contain, the particulars such as name of the industrial establishment or undertaking concerned, address, e-mail address, contact number and strength and details of workers employed therein including particulars of Trade union to which such workers belong; and
- (ii) draft modification in the existing standing orders, shall contain the particulars of such standing orders which are proposed to be modified along with a tabular statement containing details of each of the relevant provision of standing order in force and proposed modification therein and reasons thereof and such statement shall be signed by a person authorized by the industrial establishment or undertaking.

35. Conditions for submission of draft standing order in similar establishment under sub-section (10) of section 30.- In cases of group of employer engaged in similar industrial establishment may submit a joint draft standing order under section 30 and for the purpose of proceedings specified in sub-sections (1), (5), (6), (8) and (9) thereof after consultation with the concerned Trade union:

Provided that the joint draft standing orders, in cases of group of employers engaged in similar industrial establishments, will be drafted and submitted to the Officer as authorized by the State Government, who shall, in consultation with the concerned certifying officers, certify or refuse to certify the said joint draft standing order, after recording reasons therefore.

36. Manner of disposal of appeal by appellate authority under section 32.- (1) An employer or Trade Union desirous of preferring an appeal against the order of the certifying officer under sub-section (5) of section 30 shall within sixty days of the receipt of such order shall draw up a memorandum of appeal in tabular form stating therein the provisions of the standing orders which are required to be altered or modified or deleted or added and reasons thereof and shall be filed electronically or otherwise to the appellate authority.

(2) The appellate authority shall fix a date for the hearing of the appeal and direct notice thereof to be given, –

- (a) where the appeal is filed by the employer or a worker, to Trade Union of the workers of the industrial establishment or to the representative body of the workers concerned or to the employer, as the case may be;
- (b) where the appeal is filed by a Trade Union, to the employer and all other Trade Unions of the workers of the industrial establishment; and
- (c) where the appeal is filed by the representative of the workers, to the employer and any other worker whom the appellate authority joins as a party to the appeal.

(3) The appellant shall furnish each of the respondents with a copy of the memorandum of appeal.

(4) The appellate authority may at any stage of the proceeding call for any evidence, if it considers necessary for the disposal of the appeal.

(5) On the date fixed under sub-rule (2) for the hearing of the appeal, the appellate authority shall take such evidence as it may have called or consider to be relevant if produced and after hearing the parties dispose of the appeal.

37. The language and the manner of maintaining standing order under sub-section (1) and (2) of section 33.- (1) The standing order finally certified by certifying officer shall be sent electronically or otherwise except in the case of deemed certification under section 30. (2) The text of the standing order as finally certified or deemed to have been certified or adopted model standing order under this Chapter shall be maintained by the employer in Hindi or in English, if the Standing orders are submitted in English, a true translation in Hindi shall have to be submitted.

38. Register for final certified copy of Standing Order under section 34.- (1) The certifying officer shall maintain electronically or otherwise, a register of all standing orders certified or deemed to have been certified or adopted model standing orders of all the concerned industrial establishments, inter-alia, containing the details of, –

- (a) the unique number assigned to each standing order;
- (b) name of industrial establishment;
- (c) nature of industrial establishment;
- (d) date of certification or deemed certification or date of adoption of model standing order by each establishment or undertaking;
- (e) the areas of the operation of the industrial establishment; and
- (f) such other details as may be relevant and helpful in retrieving the standing orders and create a data base of such of all standing orders.

(2) The certifying officer shall furnish a copy of the certified standing orders or deemed certified orders to any person applying therefore, on payment of such fees per page as may be specified by the State Government, from time to time. The payment for such purpose may also be made through electronic mode.

39. Application for modification of Standing Order under sub-section (2) of section 35.- The application for modification of an existing standing order under sub-section (2) of section 35 shall be submitted electronically or otherwise and contain the particulars of such standing orders which are proposed to be modified along with a tabular statement containing details of each of the relevant provisions of standing order in force, and proposed modifications therein, reasons thereof and the details of registered Trade union(s) operating therein, and such statement shall be signed by a person authorized by the industrial establishment or undertaking.

Chapter-V NOTICE OF CHANGE

40. The manner of giving of notice for change proposed to be effected under clause (i) of section 40.- (1) Any employer intending to effect any change in the conditions of service applicable to any worker in respect of any matter specified in the Third Schedule to the Code, shall give notice in Form-VIII to such worker affected by such change.
(2) The notice referred in sub-rule (1) shall be displayed conspicuously by the employer on the notice board at the main entrance of the industrial establishment and the office of the concerned Manager of the industrial establishment:
(3) Where there is a registered Trade Union or registered Trade Unions relating to the industrial establishment a copy of such notice shall also be served on the Secretary of such Trade Union or each of the Secretaries of such Unions, as the case may be.

Chapter-VI VOLUNTARY REFERENCE OF DISPUTES TO ARBITRATION

41. Form of arbitration agreement and the manner thereof under sub-section (3) of section 42.- (1) Where the employer and workers agree to refer the dispute to arbitration, the Arbitration Agreement shall be in Form-IX and shall be signed by the parties to the agreement. The agreement shall be accompanied by the consent either in writing or electronically of arbitrator or arbitrators.

(2) The Arbitration Agreement referred to in sub-rule (1) shall be signed,-

- (i) in case of an employer, by the employer himself, or when the employer is an incorporated company or other body corporate, by the agent, manager or other officer of the corporation authorized for such purposes;
- (ii) in the case of the workers, by the officer of the registered Trade Union authorized in this behalf or by three representatives of the workers duly authorized in this behalf at a meeting of the concerned workers held for such purpose; and
- (iii) in the case of an individual worker, by the worker himself or by an officer of registered Trade Union of which the worker is a member:

Explanation: In this rule, the expression officer means any of the following officers of the registered Trade Union, namely:-

- (a) the President;
- (b) the Vice-President;
- (c) the Secretary (including the General Secretary);
- (d) a Joint Secretary; and
- (e) any other officer of the Trade Union authorized in this behalf by the President and Secretary of the union.

42. Manner of issue of notification under sub-section (5) of section 42.- Where an industrial dispute has been referred for arbitration and the State Government is satisfied that the persons making the reference represent the majority of each party, it shall publish a notification in this behalf in the Official Gazette and electronically for the information of the employers and workers who are not parties to the arbitration agreement but are concerned to the dispute and they may present their case before the arbitrator or arbitrators appointed for such purpose.

43. Manner of choosing representatives of workers where there is no Trade Union under sub-section (5) of section 42.- Where there is no Trade Union, the representative of workers to present their case before the arbitrator or arbitrators in pursuance of clause (c) of the proviso to sub-section (5) of section 42, shall be chosen by a resolution passed by the majority of concerned workers in Form-X authorizing therein to represent the case. Such workers shall be bound by the acts of representatives who have been authorized to represent before the arbitrator or arbitrators, as the case may be.

Chapter-VII

MECHANISM FOR RESOLUTION OF INDUSTRIAL DISPUTES

44. Manner of filling up of the vacancy and salaries and allowances of Judicial Member of the Industrial Tribunal.- (1) The State Government may, on recommendation of the High Court, by notification in Official Gazette appoint any officer of the District Judge cadre of the Rajasthan Judicial Service as a Judicial Member for the Industrial Tribunal for the adjudication of industrial disputes and for performing such other functions as may be assigned to him under this Code.

(2) The salary, allowances of the Judicial Member shall be such as admissible to the Judicial officer of the District judge cadre.

(3) Every person appointed as Judicial Member shall, before entering upon his office, make and subscribe an oath of office and secrecy in the Form-XI.

45. Manner of filling up of the vacancy and salaries and allowances of Administrative Member of the Industrial Tribunal.- (1) The State Government may by notification in Official Gazette appoint an Administrative Member for the Industrial Tribunal for the adjudication of Industrial Disputes and for performing such other functions as may be assigned to him under this Code.

(2) A person shall not be qualified for appointment as Administrative Member of a Tribunal unless he holds the post of the Joint Secretary to the Government or its equivalent or he holds the post of the Additional Labour Commissioner of State Labour Department having a Degree in Law, with labour laws or industrial law or MSW post graduate degree in Labour Law or Personal Management and Industrial Relations from any recognized university and must have

seven years experience of conciliation or quasi-judicial functions connected with labour disputes.

(3) Every person appointed as the Administrative Member shall, before entering upon his office, make and subscribe an oath of office and secrecy in the Form-XI.

(4) The salary, allowances and other service conditions shall be as per the rules applicable on the officer appointed as the Administrative Member.

46. Manner of holding conciliation proceedings under sub-section (1), full report under sub-section (4), and application and the manner of deciding such application under sub-section (6) of section 53.- (1) Where any industrial dispute exists or is apprehended or a notice under section 62 has been given, the conciliation officer on receipt of such application shall examine the application and issue notice to the parties concerned declaring his intention to commence conciliation proceedings.

(2) The employer or the workers representative in the first meeting shall submit their respective statement in the matter of said dispute.

(3) The conciliation officer shall hold conciliation proceedings for the purpose of bringing about a settlement of the dispute and may do all such things as he thinks fit for the purpose of inducing the parties to come to a fair and amicable settlement. If a settlement of the dispute or of any of the matters in dispute is arrived at in the course of conciliation proceedings, the conciliation officer shall send a report thereof to the State Government or any officer authorized in this behalf by the State Government together with a memorandum of settlement signed by the parties to the dispute in Form-I.

(4) If no such settlement is arrived at in the conciliation proceeding, the conciliation officer shall submit a report to the State Government or the officer authorized within seven days from the date on which the conciliation proceedings are concluded.

(5) The report referred to in sub-rule (4) shall be made available to the parties concerned.

(6) The report referred to in sub-rule (4) shall contain inter-alia the submissions of the employer, worker or Trade union, as the case may be, and it shall also contain the efforts made by the conciliation officer to bring the parties to the amicable settlement, reasons for refusal of the parties to resolve the dispute and the conclusion of the conciliation officer.

(7) Any dispute which is not settled during the conciliation proceedings, then, either of the concerned party may make an application in Form-XII, before the Tribunal electronically or otherwise within ninety days from the date of the report submitted under sub-rule (4) for adjudication.

(8) The Tribunal shall direct the party raising the dispute to file a statement of claim with complete details along with relevant documents, list of supporting documents and witnesses within thirty days from the date on which application is filed. A copy of such statement may be sent electronically or otherwise for service on each of the opposite parties in the dispute.

(9) The Tribunal after ascertaining that the copies of statement of claim and other related documents are furnished to the other side by the party raising the dispute, the Tribunal shall fix the first hearing as soon as possible and within a period of one month from the date of receipt of the application. The opposite party or parties shall file their written statement together with supporting documents and the list thereof and list of witnesses, if any, within a period of thirty days from the date of first hearing and simultaneously forward a copy thereof to the opposite party or parties for service.

(10) Where the Tribunal finds that the party raising the dispute, despite its directions, did not forward the copy of the statement of claim and other documents to the opposite party or parties, it shall give directions to the concerned party to furnish the copy of the statement to the opposite party or parties, granting extension of fifteen days for filing the statement, if the Tribunal finds sufficient cause for not filing the statement of claim and other documents within time.

(11) Evidence shall be recorded either in the Industrial Tribunal or may be filed on affidavit but in the case of affidavit the opposite party shall have the right to cross-examine each of the deponents filing the affidavit. Where the oral examination of each witness proceeds, the Tribunal shall make a memorandum of the substance of what is being deposed. While recording the oral evidence the Tribunal shall follow the procedure laid down in rule 5 of Order XVIII of the First Schedule to the Code of Civil Procedure, 1908 (Central Act No. 5 of 1908).

(12) On completion of evidence, arguments may be heard immediately or a date may be fixed for arguments, which shall not be beyond a period of fifteen days from the closure of evidence.

(13) The Tribunal shall not ordinarily grant an adjournment for a period exceeding a week at a time, but not in any case more than three adjournments in all, at the instance of the parties to the dispute, shall be granted:

Provided that the Tribunal for reasons to be recorded in writing, grant an adjournment exceeding a week at a time but not in any case more than three adjournments, at the instance of any one of the parties to the dispute, shall be granted.

(14) In case any party defaults or fails to appear at any stage, the Tribunal may proceed with the case ex-parte, and decide the application in the absence of the defaulting party:

Provided that the Tribunal may on the application of either party filed before the submission of the award, revoke the order that the case shall proceed ex- parte, if it is satisfied that the absence of the party was on justifiable grounds, and proceed further to decide the matter as contested.

(15) The Tribunal shall communicate its Award electronically or otherwise to the parties concerned and the State Government within one month from the date of the pronouncement of the award.

(16) The Tribunal may summon and examine any person whose evidence appears to it to be material for deciding the case and shall be deemed to be a civil court for the purpose of sections 345, 346 and 348 of the Code of Criminal Procedure, 1973.

(17) Where assessors are appointed to advise a Tribunal under sub-section (5) of section 49 in relation to proceeding before it, the Tribunal shall obtain the advice of such assessors, but such advice shall not be binding on such Tribunals.

(18) A party in an award, who wants to obtain a copy of the award or other document, may obtain a copy of the award or other document after depositing the fee electronically or otherwise in the Tribunal in the following manner, namely :-

- (a) fee for obtaining a copy of an award or the document filed in any proceedings of Tribunal be charged at the rate of Rs. Two per page.
- (b) For certifying a copy of any such award or order or document, a fee of Re. Two per page shall be payable.
- (c) Copying and certifying fees shall be payable electronically or otherwise.

- (d) Where a party applies for immediate delivery of a copy of any such award or document, an additional fee equal to one-half of the fee leviable under this rule shall be payable.

(19) The representatives of the parties appearing before a Tribunal shall have the right of examination, cross-examination and of addressing the Tribunal when evidence has been called.

(20) The proceedings before Tribunal shall be held in open court:

Provided that the Tribunal may direct any proceeding before it to be held by video conferencing.

Provided further that Tribunal may at any stage direct that any witness shall be examined or its proceedings be held in-camera.

47. Procedure for registration for settlement.- On receipt of an application for registration of settlement referred in rule 3 along with Form-I duly signed by parties, the Conciliation Officer may make an enquiry if he considers necessary. If the Conciliation Officer decides to register a settlement, the registration shall be made in Form-XIII and a certificate of registration in Form-XIV shall be issued to all the parties to the settlement within thirty days of receipt of the application for registration. If the Conciliation Officer refuses to register the settlement, intimation to this effect, together with reasons for refusal to register, shall be given to all the parties to the agreement within thirty days of receipt of application for registration. The Conciliation Officer shall also give intimation of registration of settlement, or of the refusal thereof, as the case may be, within seven days to the Labour Commissioner, Rajasthan.

Chapter-VIII STRIKES AND LOCK-OUTS

48. Number of persons by whom the notice of strike shall be given, the person or persons to whom such notice shall be given and the manner of giving such notice under sub-section (4) of section 62. - The notice of strike referred to in sub-section (1) of section 62 shall be given to the employer of an industrial establishment in Form-XV which shall be duly signed by the Secretary and five elected representatives of the registered Trade Union relating to such industrial establishment endorsing the copy thereof electronically or otherwise to the concerned conciliation officer, the State Government and District Magistrate.

49. Manner of giving notice of lock-out under sub-section (5) and authority under sub-section (6) of section 62. - (1) The notice of lock-out referred to in sub-section (2) of section 62 shall be given by the employer of an industrial establishment in Form-XVI to the Secretary of every registered Trade Union relating to such industrial establishment endorsing a copy thereof to the concerned conciliation officer, District Magistrate and the State Government electronically or otherwise. The notice shall be displayed conspicuously by the employer on a notice board or on electronic board at the main entrance to the industrial establishment.

(2) If the employer of an industrial establishment receives from any person employed by him any notice of strike as referred to in sub-section (1) of section 62 then he shall within five days from the date of receiving of such notice, intimate the same electronically or otherwise to the concerned conciliation officer and Labour Commissioner.

(3) If the employer gives to any person employed by him a notice of lock-out, then he shall within five days from the date of such notice, intimate electronically or otherwise the same to the concerned conciliation officer and the Labour Commissioner.

Chapter- IX

LAY-OFF, RETRENCHMENT AND CLOUSURE

50. Manner of serving notice before retrenchment of the worker under clause (c) of section 70.- If any employer desires to retrench any worker employed in his industrial establishment who has been in continuous service for not less than one year under him then, such employer shall give notice of such retrenchment, in Form-XVII to the State Government, and the Joint Labour Commissioner concerned through e-mail or by registered or speed post.

51. Manner of giving an opportunity for re-employment to the retrenched workers under section 72.- Where any vacancy occurs in an industrial establishment and there are workers of such industrial establishment retrenched within one year prior to the proposal for filling up such vacancy, then, the employer of such industrial establishment shall offer an opportunity at least 10 days before by registered post or speed post and through e-mail to such retrenched workers who are citizens of India. If such workers give their willingness for employment then, the employer shall give them preference over other persons in filling up of such vacancy.

52. Manner of serving notice by the employer for intended closure under sub-section (1) of section 74.- If an employer intends to close down an industrial establishment he shall give notice of such closure in Form-XVII to the State Government and a copy thereof to the Joint Labour Commissioner concerned, by e-mail or registered post or speed post.

Chapter- X

SPECIAL PROVISIONS RELATING TO LAY-OFF, RETRENCHMENT AND CLOSURE IN CERTAIN ESTABLISHMENTS

53. Manner of making application to the State Government by the employer for the intended lay-off and the manner of serving copy of such application to workers under sub-section (2) of section 78.- An application for permission under sub-section (1) of section 78 shall be made by the employer in Form-XVIII stating clearly therein the reasons for the intended lay off and a copy of such application shall be served simultaneously to the worker concerned electronically and by registered post or speed post. Such application shall also be displayed conspicuously by the employer on a notice board or on electronic board at the main entrance of the industrial establishment.

54. Time-limit for review under sub-section (7) of section 78.- The State Government may, either on its own motion or on the application made by the employer or any worker, review its order granting or refusing to grant permission under sub-section (4) of the section 78 within a period of thirty days from the date on which such order is made.

55. Manner of making application to the State Government by the employer for the intended retrenchment and manner of serving copy of such application to workers under sub-section (2) of section 79.- An application for permission referred to in sub-section

(1) of section 79 shall be made by the employer in Form-XVIII stating clearly therein the reasons for the intended retrenchment electronically or otherwise and a copy of such application shall also be sent to workers electronically and by registered post or speed post. Such application shall also be displayed conspicuously by the employer on a notice board or on electronic board at the main entrance to the industrial establishment.

56. Time-limit for review under sub-section (6) of section 79.- The State Government may, either on its own motion or on the application made by the employer or any worker, review its order granting or refusing to grant permission under sub-section (3) of section 79 within a period of thirty days from the date on which such orders is made.

57. Manner of making application to the State Government by the employer for intended closing down of an industrial establishment and the manner of serving copy of such application to the representatives of workers under sub-section (1) of section 80.- An employer who intends to close down an industrial establishment to which Chapter X of the Code applies shall apply electronically or otherwise in Form-XVIII for prior permission at least ninety days before the date on which intended closure is to become effective to the State Government, stating clearly therein the reasons for the intended closure of the industrial establishment and simultaneously a copy of such application shall also be sent to the representatives of the workers electronically and by registered post or speed post.

58. Time-limit for review under sub-section (5) of section 80.- The State Government may, either on its own motion or on the application made by the employer or any worker, review its order granting or refusing to grant permission under sub-section (2) of section 80 within a period of thirty days from the date on which such order is made.

Chapter-XI

WORKER RE-SKILLING FUND

59. Manner of utilization of fund under sub-section (3) of section 83.- Every employer who has retrenched a worker or workers under the Code, shall, within ten days from the date of retrenchment of a worker or workers, electronically or otherwise transfer an amount equivalent to fifteen days of last drawn wages of such retrenched worker or workers in the account of State Government (name of the account shall be displayed on the website of the Labour Department of Rajasthan) to be maintained by the State Government. The fund so received shall be transferred by the State Government to each worker or workers' account electronically or otherwise within forty five days of receipt of funds from the employer and the worker shall utilize such amount for his re-skilling. The employer shall also submit the list containing the name of each worker retrenched, the amount equivalent to fifteen days of wages last drawn in respect of each worker along with their bank account details to enable the State Government to transfer the amount in their respective account.

Chapter-XII

OFFENCES AND PENALTIES

60. Manner of composition of offence by a Gazetted Officer specified under sub-section (1) of section 89 and the manner of making application for the compounding of an

offence specified under sub-section (4) of section 89.- (1) The officer notified by the State Government for the purposes of compounding of offences under sub-section (1) of section 89, hereinafter referred to as the compounding officer, shall in the offences in which prosecution is not instituted, if the compounding officer is of the opinion that any offence under the Code for which the compounding is permissible under section 89, he shall send a notice electronically or otherwise to the accused in Form-XIX consisting of three parts. In part I of such Form, the compounding officer shall inter-alia specify the name of the offender and his other particulars, the details of the offence and in which section the offence has been committed, the compounding amount required to be paid towards the composition of the offence. Part II of the Form shall specify the consequences if the offence is not compounded and part III of the Form shall contain the application to be filed by the accused if he desires to compound the offence. Each notice shall have a continuous unique number containing alphabets or numeric and other details such as officer sending notice, year, place, type of inspection for the purpose of easy identification.

(2) The accused to whom the notice referred to in sub-rule (1) is served, may send the part III of the Form duly filled by him to the compounding officer electronically or otherwise and deposit the compounding amount electronically or otherwise, within fifteen days of the receipt of the notice, in the account specified by the compounding officer in the notice.

(3) Where the prosecution has already been instituted against the accused in the competent Court, he may make an application to the Court to compound the offence against him and the Court, after considering the application, may allow composition of the offence by the compounding officer in accordance with provisions of section 89.

(4) If the accused complies with the requirement of sub-rule (2), the compounding officer shall compound the offence for the amount of money deposited by the accused and,-

(a) if the offence is compounded before the prosecution, then no complaint for prosecution shall be instituted against the accused; and

(b) if the offence is compounded after institution of prosecution under sub-rule (3) with the permission of the Court, then, the compounding officer shall treat the case as closed as if no prosecution had been launched and will proceed in accordance with composition as under clause (a) and intimate the composition of offence to the competent Court in which the prosecution is pending and after receiving such intimation, the Court shall discharge the accused and close the prosecution.

(5) The compounding officer shall exercise the powers to compound the offence under this rule, subject to the direction, control and supervision of the State Government.

Chapter-XIII **MISCELLANEOUS**

61. Protected workers under sub-section (3) and (4) of section 90.- (1) Every registered Trade Union connected with an industrial establishment, to which the Code applies, shall communicate to the employer before the 30th April of every year, the names and addresses of such of the officers of the Union who are employed in that establishment and who, in the opinion of the Union should be recognised as protected workers. Any change in

the incumbency of any such officer shall be communicated to the employer by the union within fifteen days of such change.

(2) The employer shall, subject to sub-section (3) and sub-section (4) of section 90, recognise such workers to be protected workers for the purposes of section 90 and communicate to the Union, in writing, within fifteen days of the receipt of the names and addresses under sub-rule (1), the list of workers recognised as protected workers for the period of twelve months from the date of such communication.

(3) Where the total number of names received by the employer under sub-rule (1) exceeds the maximum number of protected workers, admissible for the industrial establishment, under sub-section (4) of section (90), the employer shall recognise as protected workers only such maximum number of workers:

Provided that where there is more than one registered Trade Union in the industrial establishment, the maximum number shall be so distributed by the employer among the Unions that the numbers of recognised protected workers in individual Unions bear practicably by the same proportion to one another as the membership figures of the Unions. The employer shall in that case intimate in writing to the President or the Secretary of the each concerned Union the number of protected workers allotted to it:

Provided further that where the number of protected workers allotted to a Union under this sub-rule falls short of the number of officers of the Union seeking protection, the union shall be entitled to select the officers to be recognised as protected workers. Such selection shall be made by the Union and communicated to the employer within five days of the receipt of the employer's letter in this regard.

(4) When a dispute arises between an employer and any registered Trade Union in any matter connected with the recognition of protected workers under this rule, the dispute shall be referred to the officer of the Labour Department authorized by the State Government, whose decision thereon shall be final.

62. Manner of making complaint by an aggrieved worker under section 91.- (1)

Every complaint under section 91 of the Code shall be made electronically and by registered post or speed post in Form-XX and shall be accompanied by as many copies as there are opposite parties mentioned in the complaint.

(2) Every complaint under sub-rule (1) shall be verified by the worker making the complaint or by authorized representative of the worker proved to the satisfaction of the conciliation officer, arbitrator, Tribunal or the National Industrial Tribunal, as the case may be, to be acquainted with the facts of the case.

63. Manner of authorization of worker for representing in any proceeding under sub-section (1) of section 94.- Where the worker is not a member of any Trade Union, then, any member of the executive or other office-bearer of any Trade Union connected with or by any other worker employed in the industry in which the worker is employed may be authorized by such worker to represent him in any proceeding under the Code relating to a dispute in which the worker is a party in Form-X.

64. Manner of authorization of employer for representing in any proceeding under sub-section (2) of section 94.- Where the employer, is not a member of any association of employers, may authorize in Form-X an officer of any association of employers connected with, or by any other employer engaged in, the industry in which the employer is engaged to

represent him in any proceeding under the Code relating to a dispute in which the employer is a party.

65. Submission of a copy each of the form to the Director General, Labour Bureau under clause (zzf) of sub-section 2 of section 99.- A copy each of Form-XV (notice of strike), Form-XVI (notice of lockout), Form-XVII (notice for intimation of retrenchment or closure to State Government), Form-XVIII (Application for permission of lay-off or retrenchment or slosure), and Form-XIX (compounding of offences), shall be shared electronically with Director General, Labour Bureau in auto-mode.

66. Repeal and savings.- (1) On and from the date of commencement of these rules,-

- (i) the Rajasthan Industrial Disputes Rules, 1958;
- (ii) the Rajasthan Industrial Employment (Standing Orders) Rules, 1963;and
- (iii) the Rajasthan Trade Union Regulation Rules, 1959;

are hereby repealed.

(2) The repeal of the rules specified in sub-rule (1) shall not,-

- (i) revive anything not in force or existing at the time of such repeal; or
- (ii) affect the previous operation of any rules so repealed and orders or anything duly done or suffered thereunder; or
- (iii) affect any right, privilege, obligation, or liability acquired, accrued or incurred under the rules so repealed or orders issued under such repealed rules;
- (iv) affect any investigation, inquiry, verification, adjudication and any other legal proceedings or recovery of arrears or remedy in respect of any such rights, privilege, obligation, liability, forfeiture or punishment, as aforesaid, and any such investigation, inquiry, verification proceedings, adjudication and other legal proceeding or recovery of arrears or remedy may be instituted, continued or enforced, and any penalty, fine, interest, forfeiture or punishment may be levied or imposed as if these rules had not been so repealed; or
- (v) affect any proceedings including that relating to an appeal, revision, review or reference, instituted before, on or after the commencement of these rules and such proceedings shall be continued under the said repealed rules as if these rules had not come into force and the said rules had not been repealed.

(3) The mention of the particular matters referred to in sub-rules (2) above shall not be held to prejudice or affect the general application of provisions of the General Clauses Act, 1897 (Central Act No. 10 of 1897) with regard to the effect of repeal.

Form-I

(see rule 3, 46 and 47)

Memorandum of settlement arrived at during conciliation/ or settlement arrived at between the employer and his workers otherwise than in the course of conciliation proceeding

Names of Parties:

..... Representing employer(s);

..... Representing workers;

Short recital of the case

.....
Terms of settlement
.....

Signature of the parties

1
2
3
4
5
6

Witnesses:

(1)
(2)

*Signature of Conciliation Officer

In case the settlement arrived at between the employer and his workers otherwise than in the course of conciliation proceeding the copy of the memorandum shall be marked to the concerned joint Labour Commissioner and Conciliation Officer or in the case of conciliation proceeding to the State Government or the officer authorized.

Form-II

(see rule 8)

Application for Registration of Trade Union

To
the Registrar of Trade Union,
-----Rajasthan

Dated theday of.

1. We hereby apply for the registration of a Trade Union under the name of
2. The Address of the head office of the Union is
3. The E-Mail of the Union
4. The Union came into existence on the day of
5. The Union is a Union of employers/workers engaged in the Industry.....
..... (or profession).
6. The declaration by an affidavit required under clause (a) of sub-section (1) of section 8 of the Industrial Relations Code, 2020 is at Schedule- I.
7. The particulars given in Schedule- II show the provision made in the rules for the matters detailed in section 7 of the Industrial Relations Code, 2020.

8. (To be struck out in the case of unions which have not been in existence for one year before the date of application). The particulars required by of sub-section (2) of section 8 of the Industrial Relations Code, 2020 are given in Schedule III.
9. List of all members of the executive of the Union showing in Column II the names of any posts held by them (e.g., President, Secretary, Treasurer etc.,) in addition to their offices as members of the executive are given below

Sr. No.	Title	Name	Age	Address	Occupation
---------	-------	------	-----	---------	------------

10. We have been duly authorized to make this application by *

Name	Occupation	Address	Signature

* State here whether the authority was given by a resolution of a general meeting of the Union, if not, in what other way it was given.

Schedule- I Declaration by way of Affidavit

I, _____ s/o Sh. _____ Age _____ yrs.
r/o _____ do hereby solemnly affirm and declare as under:-

1. That I am the elected General Secretary of ".....(Name of Union)".....(Address of Union.)
2. That to the best of my knowledge and belief no Union / Association by the name of ".....(Name of Union)" is registered under the Industrial Relations Code, 2020 in Rajasthan or anywhere in India.
3. That in case of any legitimate claimant of union's name, we will surrender the certificate and change name of the union as per directions of the Registrar Trade Unions, Rajasthan.
4. That no member or office bearer has ever been convicted by Court of India for any offence involving moral turpitude and sentenced to imprisonment.
5. That all particulars supplied as per Form-III as well as other documents are true.
6. That the scope of the Union shall be for the employees of ----- (Name of Establishment).
7. That neither the applicants nor the office bearer and I are the member of any other union functioning in _____ (Name of Establishment)

8. That there are approximate _____ workers working in _____ (Name of Establishment) and out of which _____ workers are members of our union.

9. That this is my true statement.

Deponent

Verification

Verified at _____ on _____ that the contents of the paras 1 to 9 of my above declaration by affidavit are true and correct to the best of my knowledge and belief. No part of it is false and nothing material has been concealed therefrom.

Deponent

Schedule- II Reference to rules

The numbers of the rules making provision for the several matters detailed in Column 1 are given in Column 2 below:

Matter	Number of rules
Name of Trade Union	
The whole of the objects for which the Trade Union has been established.	
The whole of the purposes for which the general fund of the Trade Union shall be applicable.	
The maintenance of a list of members of the Trade Union.	
The facilities provided for the inspection of the list of members by officer-bearers and members of the Trade Union	
The admission of ordinary members.	
The admission of honorary or temporary members.	
The payment of a subscription by members of the Trade Union from such members and others	
The conditions under which members are entitled to benefit assured by the rules.	
The conditions under which fines or forfeiture may be imposed or varied on any member	
The manner in which the rule shall be amended, varied or rescinded.	
The holding of annual general body meeting of the members of the Trade Union	
The business to be transacted at the annual general body meeting	
The manner in which the members of the executive and the other office-bearers of the Trade Union shall be appointed and removed.	
The safe custody of the funds of the Trade Union The annual audit of the accounts of the Trade Union	
The facilities for the inspection of the account books by the office-bearers and members of the Trade Union	
The manner in which the Trade Union may be dissolved.	

Schedule- III
Statement of liabilities and assets on theday of20....

(This need not be filled in if the Union came into existence less than one year before the date of application for registration)

Liabilities (Rs.)	Assets (Rs.)
Amount of general fund	In hand of Treasurer
Amount of political fund	In hand of Secretary
Loans from- ----- -----	
Debts due to	Securities as per list below Unpaid subscriptions due Loans to.....
Other liabilities (to be specified)	Immovable property Goods and furniture Other assets (to be specified)
Total Liabilities	Total assets

List of Securities

Particulars	Nominal Value	Market Value	In hands of

Form-III

(see rule 9)

Register of Trade Unions

Serial No.	
Name of Union.	
Address of Head Office.	
Date of Registration.	
E-Mail	

Name of Union	Year of entering office	Name	Age on entry	Addresses	Occupation	Year of relinquishing office	Other offices held in addition to membership of Executive with date

Number of application form
List of members applying for registration

1
2
3
4
5
6
7

Form-IV
(see rule 10)

Certificate of Registration of Trade Union

It is hereby certified that.....has been registered under the
Industrial Relations Code, 2020 this day20.....

SEAL

Registrar of Trade Unions
Rajasthan

Form-V
(see rule 22)

Notice of the Dissolution or amendment in rules of a Trade Union

Name of trade union.....

Registration number.....

Dated the.....day of..... 19.....

To,
The Registrar of Trade Unions,
Rajasthan.....

Notice is hereby given that the above-mentioned trade union was dissolved in pursuance
of the Rules thereof on the day of 19.....

or

Notice is hereby given that the following rules of the trade union given under Schedule- I
are proposed to be amended in pursuance of the Rules thereof on the day
of 19.....

We have been duly authorised by the union to forward this notice on its behalf, such
authorisation consisting of a resolution passed at a general meeting on the*
day of..... 20....., copy of which is enclosed.

(Signed)

1.....
2.....
3.....
4.....
5.....

6.....

7.....

8.....

*Here insert the date, or, if there was no such resolution, state in which other way the authorisation was given.

Schedule- I Amendment in rules

The amendment in the Rules for the matters detailed in column (1) and (2) are given in column (3) as follows :-

S.No.	Matter	Original Rules	Amendment proposed
1	Name of Union.		
2	The whole of the object for which the union has been established.		
3	The whole of the purposes for which the general funds of the union shall be applicable.		
4	The maintenance of a list of members.		
5	The facilities provided for the inspection of the list of members by officers and members.		
6	The admission of ordinary members.		
7	The admission of honorary or temporary members.		
8	The conditions under which members are entitled to benefits assured by the Rules.		
9	The conditions under which fines or forfeitures can be imposed or varied		
10	The manner in which the Rules shall be amended, varied or rescinded		
11	The manner in which the members of the executive and the other officers of the union shall be appointed and removed.		
12	The safe custody of the funds		

Signature of the Applicant/s

Form-VI (see rule 24 and 27)

**Annual returns prescribed under Section 26(1) of the Industrial Relations Code, 2020
To be forwarded by a registered Trade Union for the year ending the
31st December.....)**

PART A

1. Name of the Union
2. Address of the Union
3. Registered Head Office

4. Number and date of certificate of registration
5. Classification of industry (to be shown as per schedule of industries attached)
6. Classification of Sector [Please state to which of the following four categories, the Trade Union belongs : (a) Public Sector—Central Sphere , (b) Public Sector—State Sphere, (c) Private Sector – Central Sphere and (d) Private Sector—State Sphere.]
7. Name of the All India Body / Federation to which affiliated
8. Affiliation number
9. Affiliation fee paid during the year
10. Number and date of receipt for payment of affiliation fee.
11. Membership fee per month
12. Number of members on books at the beginning of the years.
13. Number of members admitted during the year
14. Number of members who left during the year
15. Number of members on books at the end of the year (i.e. on the 31st December....). Male Female Total
16. Number of members contributing to political fund.
17. Number of members who paid their subscription for the whole year
18. A copy of the rules of the Trade Union corrected up to the date of despatch of his return is appended.
19. Part B of the return below has been duly completed.

Date**Secretary**

*If the Union falls under more than one category, the membership claimed in each category may be shown separately.

PART B**Statement of Liabilities and Assets on the 31st day of March.....**

Liabilities	Rs.	P.	Assets	Rs.	P.
Amount of General Fund			Cash In hands of Treasurar In hands of Secretary In hands of In the Bank In the Bank		
Amount of Political Fund			Security as per list below		
Loans from-			Unpaid subscription due for (a) the year (b) previous year (c)		
Debts due to-			Loans to (a) Officers (b) Members (c) Others		
Other liabilities			Immovable propert		

(to be specified.)	Goods and furniture Other Assets (to be specified)		
Total- Liabilities	Total- Assets		
General Fund Account			
Income	Rs.	Expenditure	Rs.
Balance at beginning of year		Travelling allowance, salaries allowances and expenses of establishment. Auditor’s fees Legal expenses	
Subscription from members (including unpaid subscriptions due for the year)		Expenses in conducting trade disputes.	
(a)Subscription received		Compensation paid to members for loss arising out of trade disputes.	
(b) Subscription in arrears for three months or less.		Funeral, old age, sickness, un-employments benefits, etc. Educational, social and religious benefits	
(c) Subscription in arrears for more than three months		Cost of publishing periodicals	
Donations Sale of periodicals, books, rule, etc.		Rents, rates and taxes	
Interest on investments		Stationery, printing and postage { Expenses incurred under Section 15 (1) of the Industrial Relations Code, 2020 read with Rule 12 of the Rajasthan Industrial Relations Rules (to be clearly specified)}.	
Income from miscellaneous sources (to be specified)		Other expenses (to be specified)	
Balance at the end of year			
Total		Total	
Political Fund Account			
Income	Rs	Expenditure	Rs.
Balance at the beginning of the year		Payments made on objects specified in Section 15(2) of the Industrial Relations Code, 2020 read with Rule 13 of the Rajasthan	

		Industrial Relations Rules (to be specified)	
Contributions from members @ ... per member		Expenses of management (to be fully specified) @ ... per member	
Balance at the end of year			
Total		Total	

Auditor Declaration

The undersigned, having access to all the books and accounts of the ----- Union, and having examined the foregoing statements and verified the same with the account vouchers relating thereto, now sign the same as found to be correct, duly vouchered and in accordance with the law, subject to remarks if any appended hereto and also certify that the ----- Union had properly maintained its membership register and its accounts and the members had paid their membership subscriptions to the ----- Union as shown in the foregoing statements of the General Fund Account of the Union, subject to the remarks, if any, appended here to.....

Auditor

The following changes of officers have been made during the year ----- Officers Relinquishing Office

Name	Office	Date of relinquishing office

Officers appointed

Name	Date of birth	Private address	Personal Occupation	Title of position held in Union	Date on which appointment in column 5 was taken up	Other officers held in addition to membership of executive with date
1	2	3	4	5	6	7

Election

Date of last election of Office bearers

Date of next election office bearers

Secretary

Form-VII
(see sub-rule (1) of rule 30)

Application for recognition as the State Level Trade Union

Name of the Trade union/ Federation Of Trade

Unions.....

Address.....

Dated theday of..... 20....

To.

The Secretary or Authorised Officer (Designation)

Government of Rajasthan, Department of Labour

Dear Sir,

I beg to state that at the general meeting of the members/at the meeting of the executive of the above-mentioned Trade union/ Federation Of Trade Unions which was held at.....on the day of..... 20...., it was resolved that the union should apply to you for recognition as State Level Trade Union under sub section (2) of Section 27 of the Industrial Relations Code, 2020. A copy of the resolution in this behalf signed by the President/General Secretary of the union is enclosed.

2. The Trade Union/ Federation of Trade Unions is duly registered on the..... day of.....year ..., under Certificate No.....issued by the Registrar of Trade Unions for Rajasthan.

3. A copy of the rules of the Trade Union/ Federation of Trade Unions is attached.

4. The address of the head office of the Trade Union/ Federation of Trade Unions to which all the communications may be addressed is.....

5. The TradeUnion/ Federation of Trade Unions has affiliation of other Trade Unions in the state, list of such trade unions and their addresses, registration details and membership etc. is attached herewith.

6. The Trade Union/ Federation of Trade Unions is working in the industrial establishment/ industries /Occupation(shall be specified) for years in district/state of Rajasthan.

7. The Trade Union/ Federation of Trade Unions has total.....members (number) in the state (District Wise, Trade Union wise membership)

Note :-

1. A brief report and document regarding activities and work done by the Trade Union/Federation of Trade Unions since its registration shall be enclosed.

2. List of members of union with Aadhar number shall be submitted if required by the authority.

Name and Designation
General Secretary/Secretary

Form-VIII

(see rule 40)

Notice of change of service conditions proposed by an employer

Name of employer.....

Address.....

Dated the day of 20.....

In accordance with section 40(1) of Industrial Relations code I/We hereby give notice to all concerned that it is my/our intention to effect the change/changes specified in the annexure, with effect from in the conditions of service applicable to workers in respect of the matters specified in the Third Schedule to this code

Signature.....

Designation

ANNEXURE

(Here specify the change/changes intended to be effected)

Copy forwarded to:

1. The Secretary of registered Trade Union, if any.
2. Concerned Joint/Dy./Asstt. Labour commissioner.....
3. Concerned Workman / Trade Union

Form-IX

(see rule 41)

Agreement for voluntary arbitration**BETWEEN**

.....Name of the parties representing employer (s)

And

.....Representing worker

It is hereby agreed between the parties to refer the following dispute to the arbitration of[here specify the name(s) and address(es) of the arbitrator (s).

- (i) Specific matters in dispute.
- (ii) Details of the parties to the dispute including the name and address of the establishment or undertaking involved.
- (iii) Name of the worker in case he himself is involved in the dispute or the name of the union, if any, representing the worker or workers in question.
- (iv) Total number of workers employed in the undertaking affected.
- (v) Estimated number of workers affected or likely to be affected by the dispute.

*We further agree that the majority decision of the arbitrators) shall be binding on us in case the arbitrator(s) are equally divided in their opinion they shall appoint another person as umpire whose award shall be binding on us.

The arbitrator (s) shall make his (their) award within a period of (here specify the period agreed upon by the parties) from the date of publication of this agreement in the Official Gazette by the State Government or within such further time as is extended by mutual agreement between us in writing. In case, the award is not made within the period afore mentioned, the reference to the arbitration shall stand automatically cancelled and we shall be free to negotiate for fresh arbitrator.

Signature of the parties Representing employer] Representing worker/ workers. Witnesses

1.

2.

Copy to: (i) The Conciliation Officer [here enter office address of the Conciliation Officer for the area concerned]. .

(ii)The Secretary to the Government of Rajasthan, Labour Department.

Form-X

(see rule 43, 63 and 64)

Authorization by a worker, group of worker, employer, group of employer to be represented in a proceeding before the authority under this Code.

Before the Authority

(Here mention the authority concerned)

In the matter of: (mention the name of the proceeding)

.....workers Versus Employer

I/we hereby authorise Shri / Sarvashri (if representatives are more than one)

1.....2.....3to

represent me/us in the above matter.

Dated this.....day of.....20.....

Signature of person(s) nominating the representative(s) Address Accepted

Form-XI

(see rule 44 and 45)

Form of Oath of Office for Judicial Member or Administrative Member (whichever is applicable) of National Industrial Tribunal

I,....., having been appointed as Judicial Member/Administrative Member (whichever is applicable) of State Industrial Tribunal (Name of the Tribunal) do solemnly affirm/ do swear in the name of God that I will faithfully and conscientiously discharge my duties as the Judicial Member/Administrative Member of State Industrial Tribunal (Name of the Tribunal) to the best of my ability, knowledge and judgment,

without fear or favour, affection or ill-will and that I will uphold the Constitution and the laws of the land.

(Signature)

Place:

Date:

Form-XII

(see rule 46)

Application to be submitted before the Tribunal in the matter not settled by the Conciliation Officer

Before..... (here mention the name of the Tribunal having jurisdiction over the area) In the matter of:

..... Applicant

Address.....

Versus

..... Opposite party (ies)

Address.....

The above mentioned applicant begs to state as follows :-

(Here set out the relevant facts and circumstances of the case).

The applicant prays that the instant dispute may please be admitted for adjudication and request to pass appropriate Award.

Date

Place

(Signature)

Form-XIII

(see rule 47)

Registration of settlement

Registration No.	Name and address of the parties to settlement	Terms of settlement	Date of settlement	Date of registration	Signature of the registering authority	Remarks, if any
1	2	3	4	5	6	7

Form-XIV
(see rule 47)

Certificate of registration

It is hereby certified that the memorandum of settlement, dated.....
arrived at
between.....as per
copy enclosed has been registered under the Industrial Relations Code, 2020, this.....
day of.....20.....

Conciliation Officer, Rajasthan and the
Certifying Authority

Form-XV
(see rule 48)

Notice of Strike to be given by Union (Name of Union)/ Group of Workers)

Name of five elected representatives
of workers.....

Dated the.....day of.....20.....

To

(The name of the employer). Dear Sir/Sirs,

In accordance with the provisions contained in sub-section (1) of section 62 of the
Industrial Relations code

I/We hereby give you notice that I propose to call a strike / we propose to go on strike
on.....for the reasons explained in the annexure.

Yours faithfully, (Secretary of the Union)

Five representatives of the workers duly elected at a meeting held on
(date), vide resolution attached.

Annexure

1	Statement of reasons
---	----------------------

Copy to; 1. Labour officer concerned, Labour Department

2. Labour Commissioner, Rajasthan

Form-XVI
(see rule 49)

Notice of Lock-out to be given by an employer of an industrial establishment

Name of employer

Address.....

Dated the.....day of.....20.....

In accordance with the provisions of 62(6) of this code, I/we hereby give notice to all
concerned that it is my/our intention to effect lock out in..... department(s), section(s)

of my/our establishment with effect from for the reasons explained in the annexure.

Signature.....

Designation.....

ANNEXURE

1	Statement of reasons
---	----------------------

Copy forwarded to:

1. The Secretary of the Registered Union, if any
2. Conciliation officer [Here enter office address of the Labour Welfare Officer, Assistant Labour Commissioner / Deputy Labour Commissioner / Joint Labour Commissioner
3. Labour Commissioner, Rajasthan

Form-XVII

(see rule 50 and 52)

Notice of Intimation of Retrenchment/ Closure to be given by an employer to the State Government under the provisions of Chapter IX of the Industrial Relations Code, 2020 and rules made there under

(To be submitted online. In case of exigencies, on paper in the prescribed format below)

Name of Industrial Establishment /Undertaking/ Employer.....

Labour Identification Number

Dated.....

(Note: The intimation for Closure/Retrenchment to the appropriate government shall be served 60 days and 30 days before commencement of Closure/Retrenchment respectively)

To,

The Secretary to the Government of Rajasthan, Labour Department

Jaipur

1. *(Retrenchment) (a) Under Section 70(C) of this Code, I/ we* hereby intimate you that I*/we* have decided to retrench..... workers** out of a total of Workers** with effect from..... (DD/MM/YYYY)

Or

- *(Closure) (b) Under Section 74(1) of this Code, I / we* hereby intimate you that I*/we* have decided to close down,.....(name of the industrial establishment or undertaking) with effect from..... (DD/MM/YYYY). The number of workers whose services would be terminated on account of the closure of the undertaking is(number of workers)

2. The reason for Retrenchment / Closure is

3. * The worker(s)* concerned were given on the..... (DD/MM/YYYY) one month's notice in writing as required under section 70(a)*/ section 75(1)* of this Code.

or

- * The worker(s) concerned have been given on the...(DD/MM/YYYY) one month's pay in lieu of the notice as required under section 70(a)* / section 75(1)* of this Code.
4. * I*/We* hereby declare that the worker(s) concerned have been*/will be* paid all their dues along with the compensation due to them under section 70* / section 75* of this Code before or on the expiry of the notice period.

Or

- *I/We* hereby state that currently Insolvency proceedings are on in respect of the said Industrial Establishment/Undertaking/Employer, and that I*/we* will pay all the dues along with the compensation due to them under concerned laws.
5. (Retrenchment) I/we* hereby declare that the worker(s) concerned have been* / will be* retrenched in compliance to the Section 71 and section 72 of this Code.
6. I*/ we* hereby declare that no court case is pending before any Court in the matter, and if yes, the details thereof have been Annexed.
7. I*/ we* hereby declare that the above information given by me*/us* in this notice and the Annexures is true, I*/ we* am*/ are* solely responsible for its accuracy and no facts/materials has been suppressed in the matter.

Yours faithfully,

(Name of Employer/ ***Authorized Representative
with Seal)

(* Strike off which is not applicable.)

(** Indicate number in figures and words both)

(***Copy of Authorization letter issued by the employer shall be enclosed)

Copy to :

- (1) Labour Commissioner, Rajasthan, Jaipur
- (2) Labour Welfare Officer, Asst. / Dy / Joint Labour Commissioner of the concerned area.....
- (3) To the Registered Unions/ Authorised Representatives of Workers operating in the establishments or undertakings.

Form-XVIII

(see rule 53, 55 and 57)

**Application for permission of Lay-off/ Continuation of Lay-off/ Retrenchment/
Closure to be given by an employer / Industrial establishment /Undertaking to the
State Government under the provisions of Chapter X of the Industrial Relations
Code, 2020 and rules made there under**

(To be submitted online. In case of exigencies on paper in the prescribed format below)

Name of Industrial Establishment or Undertaking or Employer.....

Labour Identification Number.....

Dated.....

(Note: The application to the State Government shall be served as indicated below: Lay-off : at least 15 days before the intended Lay-off

Continuation of Lay-off – at least 15 days before the expiry of earlier Lay-off
Retrenchment – at least 60 days before the intended date of Retrenchment Closure – at least 90 days before the intended date of Closure)

To,

The Secretary to the Government of Rajasthan, Labour Department,
Jaipur

1. *(Lay-off) (a). Under section 78(2) of the Industrial Relations Code, 2020, I*/we* hereby apply for

-permission to lay-offworkers** out of total of workers** employed in my*/our* establishment (details to be given in Annex-I) with effect from(DD/MM/YYYY).

or

(Continuation of lay-off) (b) Under section 78(3) of the Industrial Relations Code, 2020, I/we* hereby apply for permission to continue the Lay-offworkers** out of total of laid off workers** in my*/our* establishment (details to be given in Annex-I) with effect from(DD/MM/YYYY).

or

(Retrenchment) (c) Under section 79(2) of the Industrial Relations Code, 2020, I/we* hereby apply for permission for intended retrenchment of..... workers out of total of workers** employed in my*/our* establishment (details to be given in Annex-I) with effect from.....(DD/MM/YYYY).

or

(Closure) (d) Under section 80(1) of the Industrial Relations Code, 2020, I / we hereby inform you that I*/we* intended to close down the undertaking..... (name of the industrial establishment or undertaking or employer) (details to be given in Annexure-1) with effect from.....

(DD/MM/YYYY). The number of workers whose services would be terminated on account of the closure of the undertaking is (number of workers)

2.....*

(Lay-off/Continuation of Lay-off) The worker(s) concerned were given on.....(DD/MM/YYYY) notice in writing as required under section 78(2)* / section 78(3)* of this Code.

or

(Retrenchment/ Closure) The worker(s) concerned were given on..... (DD/MM/YYYY) one month's notice in writing as required under section 79/ section 80* of this Code.

or

(Retrenchment/ Closure) The worker(s) have been given on (DD/MM/YYYY) one month's pay in lieu of notice as required under section 79/ section 80* of this Code.

3. The details of affected worker(s) is at Annexure- II.

4. (Retrenchment) I*/we* hereby declare that the workers concerned will be retrenched in compliance to the Section 71 and section 72 of this Code.

5. *I/We* hereby declare that the worker(s) concerned have been*/will be* paid all the dues and compensation due to them under section 67, read with section 78(10)*/ section 79* / section 80* of this Code before or on the expiry of the notice period.

or

I/We hereby state that currently Insolvency proceedings are on in respect of the said Industrial Establishment/Undertaking/Employer, and that I/we* will pay all the dues along with the compensation due to them under concerned laws.

6. I/ we* hereby declare that no court case is pending before any Court in the matter, and if yes, the details thereof have been Annexed.

7. I/ we hereby declare that the above information given by me/ us* in this notice and enclosures is/ are* true, I/ we am/ are solely responsible for its accuracy and no facts/ materials has been suppressed in the matter.

The permission sought for may please be granted.

(* Strike off which is not applicable.)

(** Indicate number in figures and word both)

(***Copy of Authorization letter issued by the employer shall be enclosed)

Yours faithfully,

(Name of Employer / ***Authorised Representative with Seal)

Annexure- I

(Please give replies against each item)

1	Name of the undertaking with complete postal address, email, mobile and land line.	
2	Status of undertaking— (i) Whether State public sector/State public sector/ etc, (ii) Whether a private limited company/ partnership firm/ partnership firm (ii) Whether the undertaking is Licensed/registered and if so, name of licensing/ registration authority and licence/registration certificate numbers.	
3	(a) MCA Number	
	(b) GSTN Number	
4	(i) Annual production, item wise for preceding three years- (ii) Production figures, month-wise, for the preceding twelve months,	
5	Audit report of establishment/ undertaking including Balance sheets, profit and loss accounts for the last three years.	To be annexed
6	Names of the inter-connected companies or companies under the same management.	

7	Details of lay-off/ Retrenchment resorted to in the last three years including the periods of such lay-offs/ Retrenchment the number of workmen involved in each such lay-off/ Retrenchment / continuation of lay off	
8	Any other relevant details which have bearing on lay-off/ continuation of lay off/ retrenchment/ closure.	

Annexure- II

(Details of affected workers)

Sl. No	UAN/ CMPFO	Name of the Worker	Category (Highly Skilled/ Skilled/ Semi-skilled / Unskilled)	Date from which in service in/with the said establishment/Under taking/ Employer	Wage as on date of Application	Remark
1						
2						
3						

Form-XIX

(see rule 60)

Notice to the Employer who committed an offence for the first time under this code, for compounding of offence under sub-section (4) of section 89

The undersigned and the Compounding Officer under sub-section 1 of section 89 of the Industrial Relations Code, 2020 hereby intimates that the allegation has been made against you for committing offence for the violation of various provision of this Code as per the details given below;-

PART-I

- 1 Name and Address of the offender Employer-.....
- 2 Address of the Establishment
- 3 Particulars of the offence.....
- 4 Section of the Code under which the offence is committed
- 5 Compounding amount required to be paid towards composition of the offence

PART-II

You are advised to deposit the above mentioned amount within fifteen days from the date of issue of this notice for compounding the offence as per section 89 (1) of the Industrial Relations Code, 2020, alongwith an application dully filled in part – III of this notice.

In case you fail to deposit the said amount within the specified time, no further opportunity shall be given and necessary direction for filing of prosecution under section shall be issued.

(Signature of the Compounding Officer)

Date :

Place:

PART-III**Application under sub-section (4) of section 89 for compounding of offence**

1. Name of applicant (name of the employer who committed the offence under the Industrial Relations Code 2020 to be mentioned.....
2. Address of the applicant
3. Particulars of the offence.....
4. Section of the Code under which the offence has been committed
5. Details of the compounding amount deposited (electronically generated receipt to be attached).....
6. Details of the prosecution, if filed for the violation of above mentioned offences may be given
7. Whether the offence is first offence or the applicant had committed any other offence prior to this offence, if committed, then, full details of the offence
8. Any other information which the applicant desires to provide

Dated:

Place:

Applicant
(Name and signature)

Form-XX
(see rule 62)

**Complaint under Section 91 of the Industrial Relations Code, 2020) Before the
Conciliation officer/ Arbitrator/ Tribunal or, National Tribunal ----- ,**

In the matter of :..... Reference No.....

A.....

Complainant(s);

Versus

B.....

Opposite Party(ies).

The petitioner(s) begs/beg to complain that the Opposite Party(ies) has/have been guilty of a contravention of the provisions of section 90 of the Industrial Relations code, as shown below:

(Here set out briefly the particulars showing the manner in which the alleged contravention has taken place and the grounds on which the order or act of the management is challenged.)

The complainant(s) accordingly prays/pray that the Conciliation officer/ Arbitrator/ Industrial Tribunal or National Tribunal may be pleased to decide the complaint set out above and pass such order or orders thereon as it may deem fit and proper.

The number of copies of .the complaint and its annexure required under rule 91 of the Industrial Relations Code are submitted herewith.

Dated this.....day of.....20.....

Signature of the Complainant(s)

Verification

I do solemnly declare that what is stated in paragraph.....above is true to my knowledge and that what is stated in paragraphs.....above is stated upon information received and believed by me to be true. This verification is signed by me at..... onday.....of.....20.....

Signature or Thumb impression of the person verifying.

[S.No. F.14(1)(5)Industrial Relations/ Code/Shram/Vidhi/2021]

By order of the Governor

Dharampal Singh,
Joint Secretary to the Government.

Government Central Press, Jaipur.